

Superior Court of California, County of Yolo

Job Announcement & Supplemental Questions

Operations Senior Clerk – Criminal Recruitment # 16-07

Hourly: \$24.64 – \$27.32

Monthly: \$4,271 – \$4,735

*2% Salary range increase scheduled for July 1, 2016

CLOSING DATE: Friday, June 17, 2016 at Noon

POSITION SUMMARY

Under minimal supervision, perform complex tasks assigned to Legal Process Clerks in the Criminal Division and other related duties as assigned. Act as lead worker over subordinate staff.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report to an Operations Manager or designee. There are no direct reports for this classification; however, incumbents in this class may be tasked with overseeing employees on a limited-basis and/or in the absence of a manager.

ESSENTIAL DUTIES include, but are not necessarily limited to:

- Lead the work of Legal Process Clerks; train, coach and instruct in work procedures; and review quality of completed work.
- Assist in planning, organizing, scheduling and directing the work of staff and in coordinating the work flow in the unit.
- Under the direction of the manager, develop and/or modify operational procedures, policies and directives. Implement procedural changes as directed.
- Authorize leaves/absences and approve time sheets/make-up sheets as needed.
- Advise manager of staffing and/or operational concerns.
- Assist the manager in evaluating employee performance and preparing and updating employee development plans as needed.
- Compile and maintain statistical reports as needed.

#16-07 Operations Senior Clerk (Criminal Division)

- Perform the most difficult and complex duties assigned to Legal Process Clerks in the Criminal Division as follows:
 - Receiving and examining legal documents for accuracy, completeness and conformity to requirements, return unacceptable documents; affix seals and stamps to endorse, certify, and/or file documents.
 - Advise litigants, public agencies and the public on the status of cases and provide procedural information; answer inquiries and explain filing processes; explain fees and fines; assist individuals in locating material and information; accept fines and fees; issue and balance cash drawers.
- Some positions may require the performance of other duties depending upon work location, assignment, or shift.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Statutes relating to court legal process, courtroom processes, court services process and court clerical procedures, including the Code of Civil Procedure, penal, Civil, Probate and Vehicle Code
- California court system and criminal justice system
- Court policies and procedures
- Courtroom etiquette
- Legal process procedures
- Legal terminology
- Techniques for training, developing and coaching staff
- Modern office practices
- Statistical development and analysis
- Basic math and financial record keeping
- Alphabetical and numerical filing systems
- Correct use of the English language including spelling, punctuation, and grammar

Skills and Abilities:

- Interpret and apply state statutes, local ordinances, local court rules and procedures pertaining to legal filings and processes
- Read and understand court documents, including those with more complexity
- Interpret and apply California rules of court, local court rules and court clerical process and procedure relating to calendaring, exhibits, appeals and records retention.
- Demonstrate leadership
- Advise and instruct employees on policies and procedures
- Train, develop, coach and provide feedback to assigned staff
- Analyze, evaluate and recommend solutions for operational concerns
- Prioritize, maintain and coordinate a heavy workload
- Manage a wide variety of detailed legal clerical work

#16-07 Operations Senior Clerk (Criminal Division)

- Work under pressure with tight deadlines and interruptions
- Accurately perform duties with attention to detail
- Work as part of a team and independently
- Maintain the confidentiality of court-related records and personnel issues
- Establish and maintain effective working relationships
- Interact with legal professionals, paraprofessionals and the public in a respectful manner
- Communicate effectively; prepare clear and concise written communications
- Effectively utilize computer, court case management system and related software
- Understand and follow written and oral instructions
- Demonstrate independent judgment

EMPLOYMENT STANDARDS

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying.

Education: High school graduate or equivalent

Experience: Five (5) years of experience in a court which demonstrates a high degree of understanding of all legal processing functions and procedures or all courtroom case types and procedures.

Substitution: Two (2) years of full-time education beyond high school may be substituted for one (1) year of the required experience.

Typing: Type at a minimum speed of thirty-five (35) words per minute

Driver's License: Possession of a valid California driver's license may be required for some positions

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#16-07 Operations Senior Clerk (Criminal Division)

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. Over-time may occur occasionally.

BENEFIT PACKAGE

- CalPERS retirement (specific benefit determined per California Public Employee Retirement System regulations)
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (7 HMOs and 3 PPOs). The Court contributes to the monthly cost as follows: Employee only: \$520.68 Employee +1: \$1040.86 Employee + 2 or more: \$1352.77. An in-lieu health insurance benefit is available.
- Dental insurance enrollment is required and the Court contributes to the monthly cost as follows: Employee only: \$42.80, Employee +1: \$77.00, Employee +2 or more: \$125.95.
- Vision insurance enrollment is required and the Court contributes to the monthly cost as follows: \$13.30 (composite rate).
- Deferred compensation plans are available.
- A flexible spending account is available for qualifying medical or dependent expenses.
- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy at no cost to employees. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at the rate of 8 hours per month
- New employees are granted 40 hours of vacation after 6 months of continuous employment, thereafter the rate of vacation accrual is 80 hours per year. The vacation accrual rate increases to 120 hours after 3 years. Accrual increases by 8 hours at the 6, 9, 12, 13, 14, & 15 year marks. Vacation balance is capped at 320 hours.
- Additional benefits include up to 16 hours of floating holiday leave, 13 paid holidays and a comprehensive and confidential Employee Assistance Program.

Recruitment Process

To be considered for this position, job applicants are required to submit the following by the final closing date of this announcement:

- **Cover Letter**
- **A completed Yolo Superior Court application with supplemental questions**
- **A typing certificate (must be completed within one (1) year prior to the closing date of this recruitment. See the Typing Certificate Guidelines on last page of this document)**

Human Resources will review applications. Applicants who are successful in the application screening phase may be contacted by phone or email and asked to participate in an oral interview conducted by a panel of subject-matter experts.

Official Yolo Superior Court application forms and are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from Court Human Resources at 1000 Main Street, Rm 3501, Woodland CA, 95695. Completed application materials may be submitted in any of the following ways:

- Email to humanresources@yolo.courts.ca.gov
- Mail to Yolo Superior Court Human Resources, P.O. Box 1290, Woodland CA, 95776
- Drop off at the Human Resources Department at 1000 Main Street, Rm 3501, Woodland CA, 95695
- Fax to Court Human Resources at 530-406-6883.

Completed application materials must be **received** by the listed closing date of this recruitment.

For more information contact a Human Resources representative at 530-406-6881

Required Supplemental Questions

1. Please provide a brief description of your Court experience, including the Division or functional areas you have worked in, your job title and the length of your assignment.

Court Division or Unit

Job Title

Length of Assignment

2. Please provide the following information regarding your ability to perform as a lead:
 - a. Experience training other staff

- b. Strengths or abilities you demonstrate which will make you an effective Senior Clerk

- c. Description of your leadership style

TYPING CERTIFICATE INFORMATION
ON-LINE TYPING TESTS ARE NOT ACCEPTED

The Yolo Superior Court will accept typing certificates from bona fide agencies provided they meet the requirements stated below.

REQUIREMENTS:

Each of these items must be seen or indicated in your typing certificate:

- Signature of Tester
- Agency Letterhead
- Gross Words Per Minute (minus the # of mistakes equals **net words per minute**)
- Minimum 3-Minute Typing Test
- Date Test Was Administered (within one (1) year prior to the final filing date of the recruitment)
- Number of Errors (Subtract 1 Word Per Error)

If any of this information is not on the certificate, it will not be accepted

TYPING TEST LOCATIONS

(please call agency to verify fees if applicable)

These are examples of some agencies that offer this service; however, you are not required to use one of these agencies. Agencies may charge a fee of approximately \$10 - \$20.

Express Personnel
250 W. Main Street Suite #200
Woodland, CA 95695
530-668-9675

Accustaff
19 Court Street
Woodland, CA 95695
530-662-8607

Yolo One Stop location (no fee for typing certificate)

25 North Cottonwood Street
Woodland, CA 95695
Tel. (530) 661-2641 – call for appointment

Sacramento One Stop locations (no fee for typing certificate)

2411 Alhambra Blvd.
Sacramento, CA. 95818
Tel: (916) 324-6202 – call for hours

2901 50th Street
Sacramento, CA 95817
Tel: (916) 227-0301 – call for hours

7011 Sylvan Rd, Suite A
Citrus Heights, CA 95610
Tel: (916) 676-2540 – call for hours

7000 Franklin Blvd, Suite 540
Sacramento, CA 95823
Tel: (916) 563-5151 – call for hours

1000 "C" Street, Suite 100
Galt, CA 95632
Tel: (209) 744-7702 – call for hours

5655 Hillsdale Blvd, Suite 8
Sacramento, CA 95842
Tel: (916) 263-4100 – call for hours

**** TYPING CERTIFICATES MUST BE SUBMITTED WITH
ORIGINAL EMPLOYMENT APPLICATION****